

Application For Access to SSA Headquarters Facilities

Submit to Servicing Badging Office: Main Complex, 1-M-25 Operations, Security West, Room 1006 Low Rise, Metro West, Room 3-N-15 Bridge or National Computer Center, Room 340.

SEE REVERSE FOR PROCESSING PROCEDURES AND PRIVACY STATEMENT

NAME (Last, First, MI)(Please Print)	SOCIAL SECURITY NUMBER	AGENCY/COMPANY
OFFICE, DIVISION, BRANCH, SECTION (If Applicable)		ONSITE WORK LOCATION
POSITION TITLE OR JOB FUNCTION		ONSITE TELEPHONE NUMBER

REQUEST ACCESS TO (Check Those that are Applicable):

☐ Main Complex ☐ Security West ☐ Metro-West ☐ NCC ☐ Other: Specify _____

JUSTIFICATION/REASON FOR ACCESS AND FREQUENCY OF VISITS PER WEEK

APPLICANT'S SIGNATURE	DATE OF APPLICATION	
SUPERVISOR'S SIGNATURE (For Employee) OR PROJECT OFFICER For Contractors/Vendors)	TELEPHONE NUMBER	
CONTRACT NUMBER	EXPIRATION DATE	
REQUESTING OFFICE DIRECTOR (Signature)	TELEPHONE NUMBER	DATE

OFFICE OF PROTECTIVE SECURITY SERVICES (FOR INTERNAL USE ONLY)

PROTECTIVE SECURITY AUTHORIZING SIGNATURE	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED DATE:	REMARKS
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BADGING OFFICE INSTRUCTIONS:

Int. Code Badge # PIN Number AL Org

PRIVACY ACT STATEMENT

As required by 5 USC 552a (The Privacy Act of 1974), you are advised that the Social Security Administration is authorized to collect the data requested on this form by 5 USC 301. The law does not require your response. However, if you do not provide this information, you will not be given facility access. The information on this form will be used for preparation and control of access badges issued for admittance to SSA facilities. SSA will not make any disclosure of this information to agencies or individuals outside this Agency unless required by law or with your written consent.

Disclosure by you of your Social Security number (SSN) is required under Executive Order 9397 and is necessary to obtain the services, benefits, or processes that you are seeking. The SSN is used as an identifier in the Federal Service because of the large number of present and former Federal employees and applicants whose identity can only be distinguished by use of the SSN.

Facility access is restricted to authorized persons. Public Law 93-579, the Privacy Act of 1974, provides penalties up to \$5,000.00 for willful disclosure of material in any manner to any person or agency not entitled to receive it.

SSA may use the information you give us to match other records electronically. Matching programs compare our records with those of other Federal, State, or local government agencies. The law allows us to do this even if you do not agree to it.

SSA reserves that right to deny access to anyone attempting entry. Also incorrect or falsified information submitted on this form can result in access denial and referral to the US Attorney for prosecution.

Rules Governing Access

1. While in the facility, badges must be worn at or above the waist, with the picture fully displayed at all times
2. Upon leaving the facility, temporary badges must be turned in at the security guard check point.
3. Interchanging badges with others is not authorized and may result in immediate revocation of facility access.
4. All hand-carried bags, boxes, pocketbooks are subject to search or electronic scanning.
5. Lost, stolen or misplaced badges must be reported to the onsite badging office.
6. Access is governed by SSA Access Procedures and GSA Rules and Regulations Governing Public Buildings and Grounds (41 CFR 101-20.3).
7. Property being removed from the site is subject to applicable property control procedures.
8. You must have approved access to gain entry into any internally restricted areas. Attempt to gain entry without authority may result in immediate removal from the facility and denial of access.
9. Contractors must be suitably cleared to obtain unrestricted access. A copy of this clearance must be attached to this application.
10. Non-US Citizens must attach a copy of their Immigration and Naturalization Service work authorization/permit.